

12.021 VISITOR IDENTIFICATION IN POLICE FACILITIES

Reference:

Procedure 12.020 - Uniforms, Related Equipment, and Personal Grooming

Procedure 12.131 - Confidential Informant Management and Control

Purpose:

Ensure persons other than Police Department employees in a non-public area of a Police Department facility are properly identified.

Maintain security in Police Department facilities for the safety of employees and visitors.

Policy:

Sworn personnel encountering a person(s) in a police facility, who is unknown to the officer and not properly identified, will question them as to their identity and reason for being in the facility. The officer will ensure the unidentified person(s) receives a Visitor's Identification Pass, displays proper identification, or is escorted from the premises.

Civilian personnel encountering a person(s) in a police facility, who is unknown and not properly identified, will immediately summon a sworn officer to investigate the unidentified person(s).

Procedure:

- A. When a non-Department employee visits a police facility or is a civilian rider, the desk person will:
 - 1. Determine if the visit is valid. Confirm the visitor's identification with a valid ID and RCIC/NCIC check. Enter the visitor's information onto the Visitors Log (Form 690).
 - a. The Form 690 will show the visitor's name, company or agency they represent, reason for visit, time in, time out, and the badge number or initials of the person logging the visitor in and out.
 - 1) Keep Form 690 sheets in a 3 ring binder and remove after 1 year.
 - 2. Issue the visitor a Visitor ID Pass.
 - a. Print the name and date on the Visitor ID Pass.

- b. Instruct the visitor to wear the Visitor ID Pass on the chest area of the outermost garment at all times while in the police facility.
 - 3. Have the police employee whom the visitor is to meet respond to meet the visitor.
 - a. Do not leave the visitor unattended in non public areas of the police facility.
 - 4. If the visitor is performing a service or maintenance, issue a Visitor ID Pass except:
 - a. When the person performing the service is a city employee or contract employee, they will display the proper city or company ID. The desk person need not issue a Visitor ID Pass.
 - 1) The desk person must still enter the city employee or contract employee onto the Form 690.
 - 2) Instruct the visitor to respond back to the desk person before leaving so the desk person can log the visitor out and collect the Visitor ID Pass.
- B. Visiting Groups or Tours:
 - 1. Desk personnel will identify each adult individual and follow the above procedure through section A.2.b.
 - 2. The employee responsible for scheduling the group will respond to the desk area to escort the group through the facility.
 - a. The attending officer will ensure no one from the group wanders through the facility without an escort.
 - 3. Upon completion of the groups' visit, the escorting employee will ensure the group is logged out.
- C. Confidential Informants (CI):
 - 1. Informant control officers (ICO) having a CI(s) respond to a police facility may log the CI onto the Form 690 under the name of the ICO.
 - a. Place the letters "CI" after the ICO's name.

- b. The ICO will ensure the CI wears a Visitor ID Pass.
 - 1) The ICO will use his/her name on the Visitor ID Pass to protect the identity of the CI if necessary.
- c. The ICO will remain with the CI during the entire visit to the police facility.
- d. Enter the time in and the time out on the Form 690.